Checklist for new MPs in the first few weeks at Parliament

I have…

Attended the New Members Reception Area	
Provided IPSA with all the information they need to start my pay	
Booked a follow up training session with my IPSA account manager	
Requested an IPSA Payment card (Barclaycard credit card)	
Booked hotel accommodation or travel through Chambers Travel if needed	
Received my log in details to the online expenses system via email	
Received my log in details for direct payments to suppliers via email	
Taken the Oath in Parliament	
Accessed the IPSA website for further General Election information and guidance	
Provided IPSA with the payroll information required for employing my staff. Forms and instructions available on the 'IPSA for MPs' section of www.theipsa.org.uk	
Attended the House of Commons 'setting up your office' seminar	
Attended an IPSA Scheme training seminar	
Kept my receipts and evidence for any purchases made after 12 December 2019	